



INFOSHEET: Sample Invitation Letters

ONCE YOU HAVE DECIDED TO PROCEED WITH THE MOVING TOGETHER SYMPOSIUM, YOU WILL WANT TO INVITE YOUR KEY STAKEHOLDERS TO ATTEND THE EVENT. YOUR INVITATION LIST SHOULD BE INCLUSIVE. CHECK WITH OTHERS TO MAKE SURE YOU HAVEN'T INADVERTENTLY MISSED ANYONE.

SAMPLE 1:

Dear [First name] [last name],

Less than 15% of Saskatchewan kids are active enough for health benefits. That's why [Your Community] *in motion* is bringing community partners together to develop a plan for getting more kids, more active, more often. With support from Saskatchewan *in motion*, we're kicking things off with a Moving Together Symposium to explore ways to create a healthy, active community.

Moving Together: Solutions for a Physically Active Community

DATE:

TIME:

LOCATION:

Based on its experience helping countless communities move toward that same goal, Saskatchewan *in motion*, believes we all play a role in making sure kids have an opportunity to move at least 60 minutes a day. It would be wonderful if you could join us along with others from across our community for this day-long session that will:

- Motivate our communities and our key stakeholders to work together to create the conditions needed to make physical activity a viable option in our communities.
- Help leaders and participants understand the required community action, partnership investment and policy change required to create more active communities.
- Develop a local action plan to address specific areas to create opportunities for children and youth to be more active, more often in our communities.
- Celebrate local successes in our communities.

For further information, visit [web address if information is available online] or call [(306) XXX-XXXX]. To register for this free event, please call [(306) XXX-XXXX] or email by [date]. We look forward to your participation at the symposium.

Sincerely,
Community Contact
[Your Town] *in motion* Action Team
[contact information]

The letter should include:

- General background about the Symposium purpose (context setting).
- Date/time for Symposium.
- Agenda for the day.
- Contact information for more detail.

Keep the correspondence brief and reader-friendly. A brief personal note on any of the letters, if you know the individuals, to encourage their attendance, is very valued.

**SAMPLE 2:****Let's get more kids, more active, more often.**

[Your Community] and Saskatchewan *in motion* are excited to have you attend their symposium, Moving Together: Solutions for a Physically Active Community. The event is just one component of a process to create bring stakeholders together to create active communities – communities where leaders work together to create opportunities for families, children and youth to be more active, more often.

The Moving Together Symposium is designed to:

- Motivate our communities and our key stakeholders to work together to create the conditions needed to make physical activity a viable option in our communities.
- Help leaders and participants understand the required community action, partnership investment and policy change required to create more active communities.
- Develop a local action plan to address specific areas to create opportunities for children and youth to be more active, more often in our communities.
- Celebrate local successes in our communities.

Join others

They say it takes a village to raise a child. That's certainly true when it comes to getting kids moving more. We encourage all members of the community to attend the Moving Together Symposium and join the movement. It's also an opportunity to engage and network with key stakeholders and decision-makers. So please extend the invitation to other leaders within your community.

Experience the benefits!

Communities that have hosted Moving Together Symposiums have gained valuable skills and knowledge to help them make physical activity a priority. Here's what's happening across the province:

- Municipal, recreation, health, education and other local leaders are discussing possibilities with *in motion* action teams.
- *in motion* champions are engaging chambers of commerce, city councils and other groups.
- Partners are working on practical solutions, such as placing more bike racks downtown or painting cross walks and intersections.

Saskatchewan *in motion*, and [Your Community] are working together to make sure physical activity is an easy option for everyone. Here's what we're doing to make this happen:

- Building new relationships with a wide cross-section of community leaders
- Working together with the business community
- Connecting communities to quality initiatives led by a variety of partner to support local actions

Meet the Keynote Speaker

Insert speaker bio